



North Carolina Real Estate Commission
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Private Real Estate School Description of Classroom Facility

This form is being submitted as a supplement to (CHECK ONE):

An “**Application for Original License**” for a proposed new school.

A “**Branch Location Application**” because a licensed school is applying for a new OR additional classroom facility.

A “**Private School Renewal Application**” because a licensed school requesting a change in classroom facilities within the same county.

A letter from a licensed school requesting a change in classroom facilities within the same county (limited to one such change in any license period).

1. **Name of School**_____
2. **Address of Proposed Classroom Facility**_____
City, State, 9-Digit Zip_____
3. **Address of Current Classroom Facility (if changing facilities)**_____
City, State, 9-Digit Zip_____
4. **Classroom Facility is (Check ONE)**
Owned by School Owner
Leased/Rented by School Owner
Provided for Use by School at NO Cost
5. **Primary Use of Classroom Building (Specify)**_____
6. **Classroom Characteristics & Equipment** (Fill in blanks &/or Check as appropriate):
 - a. **Size of Classroom**
Length_____
 - Width_____
 - Square Footage_____

b. Classroom Location

First Floor

Other-Please describe: _____

c. Student Seating

Item	Provided? (Yes/No)	How Many?
Student Desks	_____	_____
Work Tables	_____	_____
Chairs	_____	_____

d. Instructional Equipment

Item	Provided? (Yes/No)
Computer and Projector	_____
Dry Erase Board or Chalkboard	_____
Podium	_____
TV / DVD Player	_____
Flip Chart	_____
Other (Specify)	_____
Other (Specify)	_____
Other (Specify)	_____

7. Is the classroom located in a sales office? Yes No

If Yes, please describe how you will comply with the requirement for the classroom to be free of distractions:

8. Describe the Restroom Facilities and their location(s) in relation to the classroom

9. Additional Comments regarding Facility

10. Required Attachments

- a. **Fire Inspection:** Enclose copy of fire marshal's inspection report and include an explanation of any noted deficiencies not indicated by the fire marshal as having been corrected. NOTE: A fire inspection by the local fire marshal must have been performed within the previous year and all noted deficiencies must have been corrected. A fire inspection is not required if classroom facilities are located at a licensed/accredited elementary school, secondary school or college/university.
- b. **Photographs:** Enclose photos of classroom from at least two angles clearly depicting entire classroom. The classroom should be set up for class. If this is not possible, explain and enclose photos showing the room in the most finished state possible at the time the request is made. Also, enclose a photo of the exterior of the building that shows the outside entrance that will be used by students.

11. Signature

The undersigned certifies that the information provided in this document and any attachments is true and correct to the best of his/her knowledge and belief, and that, if other than the sole owner of the licensed school, he/she is duly authorized by the business entity owning the school to file this document.

Printed Name

Title

Signature

Date